

Stafford County Utilities Commission
Meeting Minutes
November 10, 2015

I. Call to order

Chairman Bill Tignor called to order the regular meeting of the Utilities Commission at the George L. Gordon, Jr. Government Center on November 10, 2015 in the ABC Conference Room.

II. Roll call

Members Present: Joyce Arndt, Alan Glazman, John Harris, and Bill Tignor

Members Absent: Jeffrey Dunn, Gordon Howard, and DaBora Lovitt

Staff Present: Mike Smith, Dale Allen, Janet Spencer, and Hope Bullard

III. Public Presentations

There were no public presentations

IV. Approval of Minutes

The November 10, 2015 minutes were approved as written.

V. Commission Members' Comments

There were no comments.

VI. Director's Report

There was no report.

VII. Unfinished Business

Utilities Commission Bylaws

Mr. Tignor commented the Assistant County Attorney's responses to questions regarding the bylaws were e-mailed by Mr. Smith and inquired if further discussion about the responses was needed.

Mr. Harris commented he felt the issues were addressed by the responses received from the County Attorney's Office, but expressed that a public hearing should not be held by the Commission until all questions raised by the Commission have been addressed.

New Business

Authorize a Contract for Construction Engineering Services for the Sanford Drive to Olde Forge Drive Water Line Project

Mr. Allen reported the 342 Pressure Zone Transmission Line project consists of approximately 16,000 feet of 30-inch waterline from Sanford Drive to Olde Forge Drive and is a part of the Capital Improvements Program (CIP). It is the second of three projects to extend transmission lines from the Lake Mooney Water Treatment plant to Cool Spring Road. Staff reviewed a proposal submitted by Dominion Engineering in the amount of \$115,375 and found it to be reasonable for the services proposed. Dominion Engineering is one of our CIP on-call engineering firms. Staff recommends approval of R15-385 which authorized the County Administrator to execute a contract for construction engineering inspection services for the Sanford Drive to Olde Forge Drive Water Line project.

Mr. Harris made a motion to recommend approval of proposed resolution R15-385. The motion was seconded by Mr. Glazman.

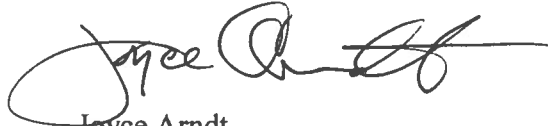
Mr. Tignor asked how the engineering firm was selected. Mr. Allen explained that a Request for Proposal (RFP) was submitted for various types of engineering services. Three firms were selected from the on-call list of firms. Staff rotates assignments among the three firms. Engineering inspection services for this project are critical for the construction of this project. Dominion Engineering was the most qualified for the engineering services for this project.

The motion passed with a 4-0 vote.

VIII. Adjournment

There being no further business, Mr. Tignor adjourned the meeting at 7:19PM.

Minutes submitted by,

A handwritten signature in black ink, appearing to read "Joyce Arndt", with a large, stylized loop at the beginning and a horizontal line extending to the right.

Joyce Arndt,
Acting Recording Secretary